

## CHAPTER 24. DEVELOP NEW SAFETY PROGRAM MATERIALS

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER.

1943/3943/5943.

**2. OBJECTIVE.** The objective of this task is to develop new safety programs and materials or write new safety publications for the Aviation Safety Program.

**3. GENERAL.** The materials and publications developed for the Aviation Safety Program originate from a variety of sources. Many outstanding programs and materials are developed by Safety Program Managers (SPM) for local use and subsequently adopted for national distribution. Programs that have generated interest in one district are usually of special interest to all SPMs and General Aviation and Commercial Division (AFS-800) welcomes submission of district programs to the national program division. The creativity of SPMs in finding new ways to present safety topics to the public brings a much needed infusion of innovation and ingenuity to the program.

*A. Initiating New Programs.* An SPM who has developed an original program or modified an existing presentation and found it successful at the district level should contact the Regional Safety Program Manager (RSPM) and coordinate submission of the program to AFS-800 and/or AFS-300. They will review the

program, ensure its consistency with national policy and assist with its preparation for national distribution.

(1) The program will often be presented on a test basis in one or more regions.

(2) As minor refinements are made to the presentation, AFS-800 and/or AFS-300 will assist the SPM and RSPM in obtaining graphics support and facilitate any coordination required with other divisions or offices.

*B. New Publications.* An SPM who has written a new publication or revised an existing aviation safety publication should submit the material to the RSPM. If the RSPM concurs that the product has a national application, the RSPM should then submit the publication to AFS-800. General Aviation and Commercial Division will ensure compliance with all applicable FAA policies and government printing requirements, and facilitate the publication's progress through printing and national distribution.

*C. Ideas for New Materials or Audiovisual Aids.* SPMs who would like to discuss a new idea, project, or audiovisual aid for the national program are encouraged to discuss the idea with their RSPM, and to contact AFS-800 to explore the possibility of further developing the project. AFS-800 and/or AFS-300 will provide any assistance possible. Likewise, the SPM should expect to be relied upon to provide assistance and guidance until the project is completed.

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## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires innovation, imagination, qualification as an Aviation Safety Inspector, and appointment as an SPM.

*B. Coordination.* This task may require coordination with the RSPM and AFS-800/AFS-300.

### 2. REFERENCES, FORM, AND JOB AIDS.

*A. References.*

- Existing Aviation Safety Program materials
- Data from FSDO accident/incident files
- Products from related or similar fields

*B. Forms.*

- None

*C. Job Aids.*

- None

### 3. PROCEDURES.

*A. Program Tracking and Reporting Subsystem.* Open PTRS file.

*B. Develop an Idea.* Formulate a presentation, outline a program, or draft a publication.

(1) Expose it to a variety of audiences.

(2) Make any necessary modifications.

(3) Involve ASCs, if appropriate.

*C. Submit the Product to the RSPM.* Submit the program or publication to the RSPM for regional input and concurrence.

(1) The RSPM may elect to modify, expand, or further test the product.

(2) With regional concurrence the RSPM should forward the submission to AFS-800/AFS-300 for consideration.

*D. Assist Development.* If the product is approved for national distribution, the SPM can expect to coordinate with AFS-800/AFS-300 to guide its development and finalization.

*E. Program Tracking and Reporting Subsystem.* Close PTRS file.

**4. TASK OUTCOMES.** The completion of this task results in the creation of new products for district, regional, and national use in the Aviation Safety Program, stimulates public interest and participation in the program, and energizes Aviation Safety Program activities.

**5. FUTURE ACTIVITIES.** Future activities may include initiating and developing additional new aviation safety presentations, publications, or programs, and providing direction in adapting those products for national distribution.

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